

# Annual Report

The City of Calabasas  
Community Development Department



CITY of CALABASAS

FY 2010-2011

This report has been prepared pursuant to the requirements of Government Code Section 65400(b). The purpose of the Annual Report is to report on the City of Calabasas' progress in implementing the City's General Plan. The document was provided to the City of Calabasas City Council for review on March 14, 2012, and submitted to the Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD).

This annual report covers the period from June 30, 2010 to July 1, 2011.





# The Community Development Department Annual Report Fiscal Year 2010-2011

## Prepared For:

Calabasas City Council  
Calabasas Planning Commission  
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March 1, 2012



# ACKNOWLEDGMENTS

## *CITY COUNCIL*

James Bozajian, Mayor  
Mary Sue Maurer, Mayor Pro Tem  
Fred Gaines, Councilmember  
Lucy Martin, Councilmember  
David Shapiro, Councilmember  
Barry Groveman, Councilmember (2003-2011)  
Dennis Washburn, Councilmember (1991-2011)  
Jonathon Wolfson, Councilmember (2005-2011)

## *PLANNING COMMISSION*

Rick Shumacher, Chair  
Gary S. Klein, Vice Chair  
Robert Lia, Commissioner  
John Mueller, Commissioner  
Mark Sikand, Commissioner  
David Brown, Alternate Member  
Martha Scott Fritz, Commissioner (2003-2011)

## *HISTORIC PRESERVATION COMMISSION*

Judy Jordan, Chairperson  
Arlene Bernholtz, Commissioner  
Kim Lamorie, Commissioner  
Alan Ross, Commissioner  
Dr. Roxsana Sepanlou, Commissioner  
Jason Peirce, Commissioner (2008-2011)  
Taryn Wayne, Commissioner (2008-2011)

## *ARCHITECTURAL REVIEW PANEL*

Jeff Cooper, AIA  
Mark Handel  
Ken Stockton, AIA  
Samuel Wacht, AIA





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# our Community

Councilmembers and Members of the Calabasas Community:

With pride I present the 2010-2011 annual report from the City of Calabasas Community Development Department.

In spite of the severe economic pinch of the Great Recession, staff in the Community Development Department remained plenty busy in the fiscal year ending July 2011. Staff has worked hard to implement the City's 2030 General Plan, which was adopted in December 2008. In addition, steady enforcement and inspection work was encountered by Building & Safety Division staff, as property owners concentrated on improving the livability and economic viability of existing space. This translated into a workload focused primarily on a greater number of smaller projects, such as existing home remodels. Similarly, a number of commercial remodels were processed in the form of tenant improvements, as both retail and office building owners continued re-shuffling tenants. Meanwhile, code enforcement staff found themselves responding to a greater volume of complaints from tenants and neighbors as some property owners were found to have either neglected maintenance and upkeep, or attempted to bypass construction permitting as a cost saving measure.

On the Planning side, several significant milestones deserve special mention -- 1) The geographic make-up of the City was altered significantly for the first time since incorporation in 1991 when the 493-acre Mont Calabasas territory was annexed. 2) The city doubled the number of designated historic properties this past year. Lastly, 3) The City became home to the Canyon Creek Senior Affordable Housing development-- the first ever affordable housing project in Calabasas, and the first project to be awarded monies (\$1,000,000) from the City's Affordable Housing Trust Fund.

As you will see in this report the 2030 General Plan directly relates to the accomplishments of the department. As you peruse this report, please remember that the many listed accomplishments are the direct result of having a highly trained, talented, and experienced professional staff. The professional planners, most of whom have Masters Degrees in Planning or an allied field, average twelve years of on-the-job experience; their counterparts in the Building & Safety Division average nearly twenty years of experience. This is a well-seasoned group, yet regulations and building technologies are forever dynamic so no amount of experience is enough. Consequently all staff continued with on-going training and certification work to stay on top of the latest industry trends. I am truly proud to be part of such a dedicated and talented team.

Looking ahead, 2012 is expected to be another exciting year with a number of commercial and residential projects and several zoning and building code amendments on the horizon. As staff begins work on those projects, and continues to assist customers with day-to-day planning, zoning, and building matters, we remain eager to continue the tradition of making Calabasas a leader in sustainable development and outstanding customer service.

Respectfully Submitted,



Maureen Tamuri, AIA, AICP  
Community Development Director





## our Department

Calabasas adopted a comprehensive update to its General Plan in December 10, 2008. The planning process for the update took eighteen months to complete and included many public meetings and hearings. It took a coordinated effort from city staff, GPAC, City Council, local organizations and interest groups, and the public. The Community Development Department, which is comprised of the Planning Division, Building & Safety Division and Code Enforcement Section has worked hard to implement the policies outlined in the General Plan since it's adoption.

*The planners here average twelve years of on-the job experience while their counterparts in the Building & Safety Division average nearly twenty years of experience.*



The **Planning Division** is responsible for administration of the City's development process including residential, commercial, and industrial uses. The Planning Division performs current and long range planning functions, enforces zoning land use changes, reviews site and development plans, provides technical support to City departments, including the City's Planning Commission, Historic Preservation Commission and other committees and boards and implements activities relating to the enhancement of the community's economic base.



The objective of the **Building & Safety Division** is to ensure that new and remodeling construction adheres to state and local laws for building, electrical, mechanical and plumbing codes. The Building and Safety Division promotes and insures that all new development in Calabasas is constructed in accordance with the highest standards of safety and that all existing structures are maintained in a safe condition.



The City's **Code Enforcement Officers** are responsible for preserving the health and safety of the community through public education efforts and implementation of the City's ordinances and other relevant laws. The task requires great patience, discretion and judgment. The enforcement officers provide education of the City's ordinances and meet frequently with community members to achieve the task. As a last resort and when the Code Enforcement Section has exhausted all remedies, the matter may be referred to the City Prosecutor.



## our Programs

The City of Calabasas participates in numerous programs at the local, state and federal level. The following list summarizes activities of the more significant programs and how they relate to implementing the City's 2030 General Plan.

*To date the City has acquired 8 properties for open space purposes using the Tax Default Property Program.*

# Inter-agency Coordination

## *Southern California Association of Governments (SCAG)*

Staff has participated regularly in monthly meetings conducted by the RHNA (Regional Housing Needs Assessment) Subcommittee. The RHNA Subcommittee has been working to establish and recommend to the SCAG Board of Directors a proposed RHNA methodology and draft RHNA allocations for the 5th RHNA cycle (2014-2022). Planners from the department have been monitoring the Subcommittee's progress, responded to surveys and inquiries about the City's General Plan. They have also attempted to ensure that the RHNA process could be relied upon to treat the City of Calabasas fairly.

**General Plan: XIII.B Coordination of Land Use Planning Activities, Continue to work with other local agencies and community groups as a means of increasing the effectiveness of Calabasas' voice in regional planning efforts and the planning efforts of adjacent jurisdictions.**

## *Ventura Freeway Policy Coordination Committee*

Staff continued to attend quarterly meetings of the Ventura Freeway Policy Coordinating Committee in order to ensure that planning and development information is exchanged regularly between the City and neighboring jurisdictions. The committee met on four occasions in 2011. The member jurisdictions include: Los Angeles County (Department of Regional Planning), City of Westlake Village, City of Agoura Hills, City of Calabasas, City of Hidden Hills, and the Las Virgenes Municipal Water District.

**General Plan: XIII.B. Coordination of Land Use Planning Activities, Work with Los Angeles County and other jurisdictions as part of the Ventura Freeway Corridor Policy Coordinating Committee to achieve compatibility between the Calabasas General Plan and the planning efforts of Los Angeles County.**

## *Chamber of Commerce*

The Economic and Governmental Affairs Committee of the Calabasas Chamber of Commerce meets regularly every month to discuss governmental policy matters which may be of interest to the Chamber. Governmental agencies regularly represented at these meetings include: County of Los Angeles (office of Supervisor Zev Yaroslavsky), Las Virgenes Municipal Water District, Assemblymember Julia Brownley's office, and the Community Development Department from the City of Calabasas (as represented by the Director or the City Planner). The Committee met on eleven occasions in 2011.

**General Plan: XIII.B. Coordination of Land Use Planning Activities, Continue to work with other local agencies and community groups as a means of increasing the effectiveness of Calabasas' voice in regional planning efforts and the planning efforts of adjacent jurisdictions.**

## *Las Virgenes Unified School District*

Staff collaborated with the Los Angeles Unified School District (LAUSD) officials regarding the District's 2011 school facilities needs analysis. One specific item was to support a level two fee assessment on new residential development. Also, it was determined that a portion of the City incorrectly appears on official school district boundary maps as being served by the Los Angeles Unified School District (LAUSD). There was general agreement that this error must be corrected, but the process for accomplishing it still to be determined. Another key outcome from the meeting was agreement that new development fees must correlate accurately to the correct jurisdictional areas, as well as properly assess growth impacts under CEQA.

**General Plan: XIII.B. Coordination of Planning Programs with the Las Virgenes Unified School District.**

# Housing Programs

## *Ruth Willer Rental Assistance Program*

In December 2010, the City Council made permanent the Rental Assistance Program, increasing the subsidy to \$183 per recipient per month with an annual CPI increase, and approved an expansion of the Program from 45 to 50 people. The subsidy for participating residents at the Calabasas Village Mobile Home Park is partially funded by the owner of the Park. Today, the total annual value of the program is \$109,800, the City's contribution of which is approximately 70%.

**General Plan: Policy V-2, Offer rehabilitation and home improvement assistance to low and moderate income households, seniors and the disabled.**

## *Affordable Housing Trust Fund*

No Trust Fund monies have been expended since February 2010, when the City loaned \$1,000,000 to the developer of the Canyon Creek Senior Affordable Housing project. The balance of the Trust Fund in July 2011 was \$1,221,321.

**General Plan: Policy V-14, Provide financial and/or regulatory incentives to facilitate the development of affordable housing.**

## *Rental Registration Ordinance*

Following adoption of Ordinance No. 2004-191 and Ordinance No. 2004-193 (Chapter 5.16 of the Municipal Code), property owners of four or more residential rental housing units in Calabasas were required to register their rental units with the City of Calabasas Community Development Department and to report annually on the latest rental rate for each unit. In addition to this annual registration, property owners are required to report to the City all rent increases over 5%. All reported data has been recorded by staff in a Microsoft Access database since adoption of the Ordinance in 2004. The City has registered 1,342 apartment units, 210 manufactured community spaces, and 26 condominium units.

All five rental communities experienced an average increase in rents between the last two reporting periods, with the averages ranging from 1.32% to 5.09%. The average change in rent between the last two reporting periods for all rental communities in the City was an increase of 3.12%.

**General Plan: Policy V-6, To the extent financially feasible, provide limited rental assistance to lower income, senior, and disabled tenants to address increasing rents in the community. Maintain a rent database to track changes in the local rental market.**

# Outside Agency Project Reviews

In May, 2011, staff reviewed the 2010 Draft Urban Water Management Plan prepared by Las Virgenes Municipal Water District and the 2010 Draft OWTS Policy Scoping Document prepared by the State Water Resources Board.

**General Plan: Policy XIII.B. Coordination of Land Use Planning Activities, Continue to work with other local agencies and community groups as a means of increasing the effectiveness of Calabasas' voice in regional planning efforts and the planning efforts of adjacent jurisdictions.**

# Community Awareness

## New Planning Division Website

The Planning Division website was updated this year to provide more information and enhance the user-friendliness. The information from the Division's page was separated into thirteen separate pages, which included contact information, a city profile, property info/GIS, Calabasas plans and regional plans, department review, application and review bodies, environment, housing, historic preservation, studies/reports, FAQ, and planning links.

**General Plan: XIII.B. Enhancement of Community Awareness**

## Las Virgenes Creek Trail Workshops

The City of Calabasas hosted two community design workshops at the Calabasas Library and Agoura Hills/Calabasas Community Center to get input from the community regarding a trail along Las Virgenes Creek from Agoura Road south to Juan Bautista De Anza Park. Staff presented a series of boards, including a map of the 2030 General Plan, vision for the trail, and illustrated trail features and amenities. An interactive map of the creek was set on a table for attendees to share their ideas.

**General Plan: Policy X-8, in coordination with Los Angeles County, the Santa Monica Mountains Conservancy, the State Parks Department, and the National Park Service, continue to develop and maintain a system of hiking and riding trails that provide safe, enjoyable access into the area's natural environment. Policy X-11, connect trail systems with existing open space area and community activity centers. Policy X-16, consider privacy and security of neighboring residents when designing and developing recreational trails.**



New Planning Division Website



Calabasas Founder's Hall being set up for one of the two scheduled workshops



Boards set up for workshop attendees

# Historic Preservation Program

## *Historic Structure Report for William C. Masson House*

The City hired Historic Resources Group (HRG), the preeminent historic preservation planning and architecture firm, specializing in documenting and restoring historic landmarks, to complete a Historic Structure Report for the Masson House. Some interesting facts discovered by HRG's team are that the original portion of the house was made with "plank" framing, and tree trunks support the house. The report documented the existing conditions of the house, outlined what is needed to restore the house back to its original condition. It also determined the cost of rehabilitation. The report will allow Mountains Restoration Trust to rehab the structure as part of Headwaters Corner. The report was completed in September, 2010.

**General Plan: Policy XI-Emphasize preservation and adaptive reuse as the preferred approach to the management of historic properties. Where preservation or adaptive reuse are not possible, require that new development reflect the character and historic/cultural references of the original features in their site context. Finally, facilitate the relocation of historic features if the preferred preservation in place is not possible.**



*Left: Front of the William C. Masson House*

*Upper Right: North side of the William C. Masson House*



## *Old Topanga Canyon Road Designation No. 4*

On April 27, 2011, the Calabasas City Council designated Old Topanga Canyon Road, from Mulholland Highway to the southern city limits as a Local Historic Landmark. It was the 4th resource designated by the City Council. The City Council also directed staff to prepare a nomination for placement of the road on the National Register of Historic Places.

Old Topanga Canyon Road has a long rich history. With the close proximity of El Camino Real which later became Highway 101, Calabasas had access to a major north-south transportation route from the late 1700s. What it did not have until after U.S. statehood was access to the Pacific Ocean. Access came in the form of a stagecoach trail linking Calabasas to the waterfront. It was forged through the mountainous area to the city's south and became known as Old Topanga Canyon Road. The trail was formed circa 1865 and led from Calabasas to the beach just north of Pacific Palisades. It became an important link between the San Fernando Valley and Santa Monica in 1893, when the Long Wharf, part of the original Port of Los Angeles, was built. Old Topanga Canyon Road provided a vital route across the Santa Monica Mountains from the wharf to Calabasas. The Port of Los Angeles was relocated in San Pedro only a few years later in 1897, but the wharf continued to operate until 1903.

Many of the early Calabasas homesteaders built houses along Old Topanga Canyon Road. They have all been demolished with the exception of the Masson House at 23075 Mulholland Highway, where Mulholland intersects with Old Topanga Canyon. Residential development occurred little by little through the early 20th century along the route. Houses tended to be relatively small and vernacular in style with gabled roofs and wood siding. The few that remain have been expanded upon.

Old Topanga Canyon Road evolved into a paved road sometime after 1932. Prior to being paved, it was oiled to suppress dust. It was known as El Canyon Road at some point, according to a Los Angeles Times article, but the exact date of this name is unknown. The southern portion of the original trail and road, which is not within Calabasas city limits, is now part of State Route (SR) 27, Topanga Canyon Boulevard. SR 27 dates back to 1915 and became part of the state highways system in 1933. Old Topanga Canyon Road is often confused with SR 27, but SR 27 does not cross into Calabasas; rather, it extends from Old Topanga Canyon Road in the community of Topanga to the east and north into the neighboring community of Woodland Hills and beyond. Today, Old Topanga Canyon Road extends from its intersection with SR 27 to the north and west into Calabasas where it crosses Mulholland Highway and becomes Valmar Road. Despite its narrow, winding design, it remains a significant route between Calabasas and the ocean. Its period of significance extends until 1960 to recognize the National Register of Historic Places 50-year age requirement while respecting the road's continued significance.

**General Plan: Policy XI-3, Ensure proper treatment of historic resources before development occurs at a site where such resources are present, through enforcement of the City's Historic Preservation Ordinance.**



*Current - Old Topanga Canyon Road*



*Old Topanga Canyon Road (exact date uncertain)*

## Character-Defining Features

- Curvilinear form
- Narrow road width
- Hilly topography
- Lack of formal shoulders, curbs, gutters, swales, lighting, large signage, and sidewalks
- Wood and metal guardrails in some locations
- Concrete paving with evidence of patching and repairs
- Houses/development not visible, or not very visible from road
- Natural vegetation

## Cultural Landscapes Context

On October 10, 2010, Galvin Preservation Associates presented the final Historic Context Statement with the inclusion of the Historic Landscape Survey of 5 cultural landscapes as an integral part of the Statement. Three landscapes were identified as eligible for local listing, one landscape was identified as eligible for local listing and additionally on the National Register of Historic Places, and one landscape was deemed ineligible at this time.

- Park Moderne Bird Path – Association with events that have made a significant contribution to Calabasas’ history.
- Juan Bautista de Anza Trail – Association with events that have made a significant contribution to Calabasas’.
- Warner Brothers Movie Ranch – Association with events that have made a significant contribution to Calabasas’ history.
- Old Topanga Canyon Road (from Mulholland Highway to the City’s southern limits) – Association with events that have made a significant contribution to Calabasas’ history and association with events that have made a significant contribution to our history. It was identified as eligible for listing on the National Register of Historic Places
- Calabasas Golf and Country Club – Not eligible at this time because the City’s Historic Context Statement only covers up to the early 1960’s and the county club was built in 1968. The time period with which a landscape is connected to must be identified within the Historic Context Statement.

**General Plan: Policy XI-3, Ensure proper treatment of historic resources before development occurs at a site where such resources are present, through enforcement of the City’s Historic Preservation Ordinance.**



*Top: Juan Bautista de Anza Trail  
Middle: Warner Brothers Movie Ranch  
Bottom: Calabasas Golf and Country Club  
(courtesy of the Calabasas Golf and Country Club)*

## *Bird Path Designation Historic Landscape No. 1*

The Bird Path is a dirt walking path approximately 6'-6" wide and 125' long. It slopes upward from the intersection of Bluebird Drive and Meadowlark Drive, as its west entrance, to Blackbird Way, at its east entrance. The Bird Path is part of the original Park Moderne housing development, which was subdivided into 174 lots in 1927. The proposed development was organized along narrow streets named for birds and was envisioned as an artist colony featuring footpaths, pools, fountains, and a pump house. The existing Bird Path is the only remaining footpath that was part of the original development. With a recommendation from the Historic Preservation Commission, City Council voted unanimously to designate the Bird Path as Historic Landscape No. 1.

**General Plan: Policy XI-3, Ensure proper treatment of historic resources before development occurs at a site where such resources are present, through enforcement of the City's Historic Preservation Ordinance.**

## *Park Moderne Fountain Designation No. 5*

The Park Moderne Fountain is a 96"-tall, Art Deco obelisk sitting in a rectangular 64" long by 96" wide basin. On two sides of the obelisk, chevrons step out and up on the structure. The third side consists of an undulating panel inset containing colored glass. The Park Moderne Fountain is part of the original Park Moderne housing development, which featured several buildings designed by prominent architects, including Rudolph Schindler and Jock Peters. The existing Park Moderne Fountain is the only remaining fountain constructed as part of the original planned development. With a recommendation from the Historic Preservation Commission, City Council designated the Park Moderne Fountain as a Local Designated Historic Landmark No. 5 on June 1, 2011.

**General Plan: Policy XI-3, Ensure proper treatment of historic resources before development occurs at a site where such resources are present, through enforcement of the City's Historic Preservation Ordinance.**



*Bird Path walking path*



*Park Moderne Fountain*

## On-site Water Treatment System Program (OWTS)

The Onsite Wastewater Treatments System (OWTS) Operating Permit Program identified 138 properties connected to private sewage disposal systems. Inspections of those systems were performed by certified OWTS Inspectors, who reported the operating conditions of those systems.

Property owners with systems reported to be in an acceptable operating condition were issued an operating permit. Property owners with systems reported to be in an unacceptable operating condition were issued a "Report Concerning Your OWTS", identifying issues of concern and details of repairs required. Of the 55 unacceptable properties, the owners of 24 of them repaired their systems and resolved the issues voluntarily without the need of a "Report Concerning Your OWTS" having to be issued.

The OWTS Operating Permit Program identified a total of 55 properties with systems that were reported to be in a state of un-acceptable condition, 4 of the properties systems were observed discharging sewage to ground level, 5 were discharging directly to water bodies, 2 others were discharging within 600 feet of a water bodies.

An OWTS Inspection Grant Program was established to provide financial reimbursement to low income property owners for costs expended in inspecting their OWTS. Additionally a Repair Program was established to provide financial assistance for low income property owner; whose systems were reported to be in an un-acceptable operating condition and in need of repair or connection to public sewer.

Currently, there are 118 properties within the city containing an active OWTS system and the average age of the systems is 34 years.

**General Plan: Policy XII-28, as appropriate, provide sanitary sewer service in areas of the City where such service is currently lacking through: monitoring of private onsite wastewater systems for operational performance within applicable environmental standards; regular reporting of the results of monitoring to the City Council; and extending sanitary sewer service into areas where service is lacking if the provision of sewer service is determined to be technically warranted, economically feasible, and environmentally beneficial.**



*Some of the conditions shown in these photographs include: dispersal systems clogged due to age or poor maintenance; deterioration or failure of other system components; clogged, broken, crushed or root infested piping; poor soil percolation, high ground water and lack of proper component access.*

## Census

Although the mail-in responses for the 2010 US Census were due on April 1, 2010, the Census Bureau was in the field during this year to enumerate those households that did not respond by mail. The final population counts began to be published in December and continue to be updated.

The results of the 2010 Census show that the population of Calabasas rose from 21,356 in 2000 to 23,058 on April 1, 2010. This represents an 8% increase in the total population in Calabasas over 10 years. The Census also reports that there was an increase in total housing units during the same 10 year period for the City. There were 8,107 in 2000 increasing to 8,878 in 2010; an increase of 9.5%.

More data sets will be released throughout this year and next. To access the data you may go to the American Fact Finder website. <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

## Special Inspection Program

During the past year, our Building Official, Sparky Cohen, led the Ventura Region of the International Code Council (ICC) in development of a unified Special Inspector program. Special inspectors are identified by the building code as specialists in various construction trades, and the related special inspection programs has long been a series of fragmented policies and procedures differing from one Building and Safety Department to another. The new unified program created by Mr. Cohen consolidates under one set of policies the special inspection requirements, procedures and administrative guidelines for the various Ventura

County based Building and Safety Departments. The unified program will also provide a one-stop source for registration for special inspectors that include an administrative process with universal forms and inspection guidelines. The benefits also include: a tremendous saving to special inspectors by eliminating repetitive registration fees, efficiency for the participating Building and Safety Departments in the region with better accuracy of building records, and reduced costs to permit holders.

Soon after the draft special inspection program was completed late last year for the Ventura Region of ICC, Sparky Cohen was appointed to the Los Angeles Basin ICC Special Inspection Committee. The goal of appointing Mr. Cohen to the L. A. region committee was to help them create a similar program for their region, which will ultimately create a uniform program for both Counties.

## Tax Default Property Acquired

On April 11, staff received the recorded tax deed for the purchase of a tax defaulted property located on the south side of Valdez Road in the Old Topanga Canyon area. Efforts to acquire this tax defaulted property commenced on June 18, 2009 and have finally concluded. The City now owns the property. To date the City has acquired 8 properties for open space using the Tax Default Property Program.

**General Plan: Policy III-1, Continue to acquire desirable lands for open space designation through dedications, purchases, and/or annexations.**

## Solid Waste Containers

The main function of this task force is to preserve a healthy natural environment by maintaining a clean and orderly collection of solid waste. This focus is accomplished by informing the community of collection regulations such as time and placement locations. This effort also provides a vital role in elimination situations attractive to wildlife.



Unpermitted waste bin

## Tobacco Retailer's Registration

The Los Angeles County Sheriff's Department conducted two (2) tobacco sting operations during the 2010-2011 fiscal year. Rite Aid was the only retailer to have been determined to be in violation of the ordinance, Rite Aid was fined \$1,000 and had their tobacco registration revoked for three (3) months. The Code Enforcement Department posted the appropriate notice, stating that the retailer was prohibited from selling tobacco because they had previously sold to minors. Similarly, tobacco products and displays/ advertisements were removed from public view.

The following table identifies in bold the retailers that received violations since the ordinance went into effect:

Retailer	Address	No. of Violations
Las Virgenes Mobil	4830 Las Virgenes Rd	0
<b>Rite-Aid #6327</b>	<b>4710 Commons Way</b>	<b>1</b>
Calabasas Mobil	24025 Calabasas Rd	0
Oak Shell	22295 Mulholland Hwy	0
Hilton Garden Inn, Calabasas	24150 Park Sorrento	0
<b>Ralphs #205</b>	<b>4754 Commons Way</b>	<b>1</b>
Gelson's Markets #11	22277 Mulholland Hwy	0
Calabasas Unocal Corporation	24115 Calabasas Rd	0
Mac Chevron	4807 Las Virgenes Rd	0
7-Eleven Store #39055a	4919 Las Virgenes Rd	0
Ventoro Prima Gas	4831 Las Virgenes Rd	0
<b>Village Market</b>	<b>5657 Las Virgenes Rd</b>	<b>1</b>
Albertsons Supermarket #6335	26521 Agoura Rd	0
<b>California Quickmart</b>	<b>26500 Agoura Rd</b>	<b>1</b>
Malibu Liquor & Wine Cellar Inc.	4937 Las Virgenes Rd	0

## Single-Use Plastic Carryout Bag Ban

Calabasas has joined the growing ranks of municipalities encouraging residents to bring reusable bags when shopping. On February 9, 2011, the Calabasas City Council passed Ordinance No. 2011-282 to ban the use of single-use carryout plastic bags that pollute our environment and constitute a high percentage of litter across the country. As of July 1, 2011, shoppers will no longer receive disposable plastic bags while shopping at Calabasas supermarkets: Albertsons, Gelson's, Maddy's Market, and Ralphs and Rite Aid. During this fiscal year, Code Enforcement officers have played a critical role in educating the public so that upon the ordinance's enactment, which occurs on the last reporting day for this report, a 100% compliance rate will be achieved.



## Unpermitted Sign Abatement

This activity consists mainly of signage of a temporary nature, business advertising from outside of city limits and individual residents that unknowingly violate the sign code. The Code Enforcement officers regularly patrol the city to remove this potential blight.

Code enforcement officers sent out notices of violation to commercial businesses, which erected or modified exterior lighting in violation of the City's dark skies ordinance. The primary violation is the lack of shielding on fixtures, which generates glare and light spill onto adjacent properties and the scenic corridor.



Unpermitted pole signs

## Second-Hand Smoke Control

In 2006 during the initial year of this ordinance, 75% of Code Enforcement's time was reactively devoted to promoting voluntary compliance with the ordinance. Although the number of complaints has dwindled drastically we have shifted our actions from reactive to a proactive task force routine. Our experience has shown that an ongoing educational outreach is necessary to maintain compliance with this ordinance.



No smoking signs



## our Projects

During this fiscal year, the Department reviewed numerous projects through the development process. The following provides a summary of significant projects that were reviewed or are still in the review process. Those that were completed meet the policies of the General Plan. (The summary is not intended to include every application submitted.)

*The Planning Division, Building & Safety Division, and Code Enforcement Section received a total of 2,309 new applications and cases this fiscal year.*

## *Malamut Dealership*

Darrel Malamut submitted an application for a proposed vintage automotive dealership at 24439 Calabasas Road on June, 29, 2009. The project consists of a two-story, 20,983 square-foot Tuscan style building that will house a vintage automotive dealership with attendant automotive retail supporting businesses. The complex will feature an 11,402 square-foot first floor consisting of outdoor and indoor vehicle display areas, a café, retail shops, storage area, and common area, and a 9,581 square-foot second floor consisting of outdoor and indoor vehicle display areas, offices, storage, conference rooms, and common areas. Customer parking will be provided in a two-level subterranean garage and at-grade parking lot. Requested discretionary approvals included: 1) Conditional Use Permit; 2) Site Plan Review; 3) General Plan Amendment; 4) Zone Change; 5) Scenic Corridor Permit; and 6) Development Plan (for modification of the CB development standards).

The proposed project was reviewed by the Development Review Committee (DRC) on August 18, 2009, December 1, 2009, and June 1, 2010. The Architectural Review Panel (ARP) reviewed the project on June 25, 2010 and again on September 3, 2010, at which time the Panel recommended approval of the project. Public Works staff introduced the traffic impact study for this project to the Traffic and Transportation Commission on July 27, 2010 and presented a project conditions update to the Commission on October 26, 2010. In June 2010, City environmental consultants, Rincon Consultants, Inc., began preparing the Draft Initial Study/Mitigated Negative Declaration (IS/MND) for the proposed project. The Draft IS/

MND was made available for public review on October 19, 2010; the review period ended on November 18, 2010. Comments sent to Planning Division staff were responded to and incorporated in the Final IS/MND. On December 16, 2010, the Planning Commission reviewed the project at a noticed public hearing. The Planning Commission unanimously voted to adopt Resolution No. 10-504 recommending to City Council approval of the project and certifying adequacy of the associated Mitigated Negative Declaration. On February 1, 2011, the City Council reviewed the project at a noticed public hearing and unanimously voted to approve the project.



*Photo rendering of the proposed dealership, as seen from Calabasas Road*

## *TM7-000-000; 24415 Mulholland Highway*

This project, submitted on June 14, 2006, proposed a 9-lot subdivision of the property at 24415 Mulholland Highway. The application was reviewed by DRC on several occasions but remained incomplete. Environmental review was required but never commenced. The application was formally withdrawn by the applicant on June 6, 2011.

**General Plan: Policy II-14. Limit approval of new discretionary development projects to those that can be integrated into the community, providing for the protection of existing neighborhoods, desirable non-residential land uses, and open space.**

## *The Village of Calabasas (formerly known as Calabasas Inn)*

On September 1, 2009, an application was submitted to the City to modify the entitlements for a 174,413 sq. ft. mixed-use development approved by City Council on September 10, 2010. The modified project includes the development of a 172,710 square-foot, senior community to include 131 age-restricted condominium units, 8,000 square feet of commercial space, and on-site amenities such as a community center, pool, gym, activity rooms, dining areas, and outdoor common areas. Parking will be located on grade and within a subterranean parking structure. Because the applicant is providing seven affordable housing units restricted to very low income qualified residents, the applicant is requesting a height concession to construct a 45-foot tall building. The Planning Division is continuing the review process for this project.

## *Viewpoint School*

In September 2003, the City Council approved a Conditional Use Permit for the Viewpoint School Campus Master Plan and Phase I of the Viewpoint School Modernization Project. The Master Plan is being implemented in three phases over a 12-year period. Phase I consists of infrastructure and utilities development, reconfiguration of the parking areas and internal access roads, redevelopment of the administration and middle school buildings, the athletic field, performing arts rooms, the library and the theater. Phase 2 consists of the construction of the upper school building, gymnasium and competition swimming pools. Phase 3 consists of the construction of the primary school.

In August of 2010, Viewpoint began construction of Phase 2 which includes the construction of the upper school building, shared facilities, gymnasium, locker rooms and a competitive swimming pool. The new upper school building and gymnasium will be 73,845 square feet, 30% smaller than what was originally approved in 2003. The Phase 2 buildings will incorporate the same architectural style of the Phase 1 buildings. The buildings are expected to be completed before the start of the 2011-2012 school year. Also, LEED documentation review of this project is on-going.



*Construction of upper school building*



*Upper school building and gymnasium*

## *23651 Clover Trail; New Single-Family Residence*

On September 16, 2010, the applicant submitted an application to construct a 1,822 square-foot, two-story single-family residence with an attached 441 square-foot garage on a vacant lot located at 23651 Clover Trail, within the Rural Community (RC) zoning district and Calabasas Highlands (CH) overlay zoning district. To construct the project, the applicant also requested removal of the six (6) on-site oak trees and encroachment into the protected zone of one off-site oak tree. The proposed project was reviewed by the DRC on October 5, 2010. The ARP reviewed the project on October 22, 2010. The Panel recommended approval of the design, contingent on the incorporation of a few minor suggestions. The project was presented to the Planning Commission at a noticed public hearing on November 18, 2010, at which time the Commission continued the hearing and asked staff for more information regarding the oak trees. The hearing was continued on January 6, 2011. Planning Commission unanimously voted to approve the project. The applicant commenced the grading permit process and Building & Safety plan check in February 2011 and is anticipating permit issuance in late 2011.

**General Plan: Policies II-9, require that development be compatible with the overall residential character of the community. IX-36, maintain abundant open space and the small-scale, semi-rural character of existing neighborhoods. Policy IX-37, integrate buildings into the site topography in order to minimize visual impacts and disturbance of biological resources. Policy IX-38, maintain and complement design features that contribute to the eclectic charm of the existing neighborhoods. Policy IX-40, in neighborhoods comprised of small “cabin lots”, all new residential projects, including the construction of individual dwellings and home additions, must conform to the Overlay District standards for that area. In addition, it is the responsibility of property owners in new developments within “cabin lot” subdivisions to provide adequate and safe access, including access for emergency vehicles, and adequate off-street parking. Policy II-41 continue to implement the Old Topanga Overlay Zone and Calabasas Highlands Overlay zone standards.**



*Left: Front elevation of home*

*Right: View of rear and east elevation of home*

## Mont Calabasas Annexation

After concluding a series of public hearings in May and June 2011, in accordance with California laws regarding annexations, the Local Agency Formation Commission for Los Angeles County (LAFCO) approved and ordered that Mont Calabasas be annexed to the City of Calabasas on July 13, 2011. The action by LAFCO concluded a three-year long process which included lengthy reviews of land use and housing issues, property tax revenue sharing formulas, and the adequacy of area infrastructure systems. The annexation became official in August upon recording of the Commission's decision with the County Clerk and Recorder.

The annexed territory includes the Mont Calabasas subdivision which is comprised of 110 existing single-family homes, and nearly 400 acres of surrounding protected open space lands, most of which are owned and maintained by the US Department of Natural Resources. A five acre commercial property was also included in the annexation. Immediately following the annexation order, Planning staff then coordinated with the City's Public Works Department and County officials to ensure a smooth transfer of trash and recycling services, and transfer of property records from the County to the City. Police and fire protection, public school district, and water and sewer services were unaffected by the annexation. As new Calabasas citizens, Mont Calabasas residents can now vote for their local representatives and serve on local commissions and boards.

**General Plan: Policy XII-3, Pursue annexation of those areas where residents (in inhabited areas) or landowners (in uninhabited areas) desire to become part of the City of Calabasas.**

*Below: View of Mont Calabasas on the day of its official annexation*



## Mountain View Estates Annexation

The area proposed for annexation include 385 existing single-family homes on individual lots covering approximately 237 acres, and attendant HOA-owned and controlled permanent open space lands covering approximately 558 acres. The proposed annexation area also includes the rights-of-way for two public streets serving the area (a portion of Mureau Road and a segment of Thousand Oaks Boulevard), and an existing 8-acre City park (Gates Canyon Park). Finally, a water storage tank owned and operated by the Las Virgenes Municipal Water District is also included in the proposed annexation area. All together this annexation seeks to add approximately 840 acres of territory to the City.

No substantive progress was made on the Mountain View Estates annexation effort during the past year; although the annexation remains pending for future consideration by LAFCO. The next steps for this annexation include negotiations with Los Angeles County on appropriate property tax exchange agreement, perhaps to also include an agreement on possible transfer of Regional Housing Needs Assessment (RHNA) allocation.

**General Plan: XII-3, Pursue annexation of those areas where residents (in inhabited areas) or landowners (in uninhabited areas) desire to become part of the City of Calabasas.**

## Wireless Telecommunication Facilities and Moratorium

On May 25, 2011, the City Council directed the City Attorney and staff to develop a new wireless telecommunication facility ordinance. Subsequently, on June 8, 2011, the City Council adopted a moratorium on the issuance of permits for wireless telecommunication facilities. The moratorium will remain in effect until June 7, 2012, or sooner if repealed by the City Council upon adoption of a new wireless telecommunication facility ordinance. The City Attorney and staff began work on the draft ordinance in June of 2011.

**General Plan: Policy XII-38, Encourage technology service providers to creatively integrate technology facilities into the natural**

**and built environment to minimize the total number of such facilities and associated aesthetic impacts.**

### *Canyon Creek Senior Apartments*

On January 3, 2008, the City of Calabasas Planning Commission approved Conditional Use Permit No. 600-025 and Site Plan Review No. 006-101 and adopted the associated Mitigated Negative Declaration (MND) for a 75-unit affordable senior housing project at 4803 El Canon Avenue in the City of Calabasas. The corresponding Oak Tree Permit for this project (OAK- 007-010) was approved by the City Council on January 16, 2008. On that day, the City Council also committed to providing Thomas Safran Associates with \$1,000,000.00 of funding from the City's Affordable Housing Trust Fund in exchange for a residual receipts loan for the approved senior affordable housing project.

The existing structures on the site were demolished after a Demolition Permit was issued by Building & Safety on March 12, 2008. Grading for this project commenced in April 2010. A groundbreaking ceremony was held on-site on May 26, 2010. Mayor Barry Groveman, Mayor pro Tem Dennis Washburn, and City Community Development staff attended the ceremony. Construction is near completion, which is anticipated in Fall 2011. The Developer held a leasing event in April-May 2011. Qualifying applications were placed in a lottery pool and the final residents selected via a lottery.

**General Plan: Policy V-14: Provide financial and/or regulatory incentives to facilitate the development of affordable housing.**

*Right: Canyon Creek during construction*



## 5349 Las Virgenes Road - Unpermitted Grading Case

Staff continued to monitor the conditions of approval contained in Resolution 2009-1186 designed to protect and rehabilitate 26 oak trees located on the property at 5349 Las Virgenes Road. In the year two (of five) report submitted by William McKinley, a certified arborist hired by the new property owner, the condition of the 26 oak trees that were adversely affected by illegal grading has either remained the same or slightly improved as result of the weed abatement, monitoring and care demanded by the conditions of approval. It is anticipated that the continued requisite mitigation over the next three years will continue to improve the health and vigor of the affected trees. Consequently, the oak tree preservation program contained as conditions of approval in resolution 2009-1186 will further one of the goals of the city, to, in part; "...preserve and enhance its ecosystem, one element being its inventory of oak trees and scrub oak habitat..." (Calabasas Municipal Code, Section 17.32.010(A) (2)). An added benefit of staff's involvement is the improvement of the Las Virgenes Scenic Corridor. The illegal and unsightly road cut constructed by the prior owner has been fully restored to its natural condition and the natural beauty of the hillside has returned.

**General Plan: Policy IV-9, Continue to enforce the City's Oak Tree Ordinance.**



*Unpermitted grading on hillside*



*Taken following restoration of the property*

## *Lost Springs Drive*

The property located at 4117 Lost Springs Drive was neglected by the property owner and over time accumulated overgrown vegetation, an inoperable vehicle, and a broken skylight which allowed a significant amount of rainfall to pour into the house and develop a large amount of mold. As a result, staff forwarded the case to the City Prosecutor with direction to abate all violations and obtain a lien on the property. Code Enforcement has verified the abatement of all violations and recovered civil penalties in the amount of \$13,839.45 to the City. Code Enforcement continued to monitor the area and has confirmed that the property is maintained and is within code compliance.



*Residence at 4117 Lost Springs Drive*

## *Line 6*

A welcome addition to the commercial land uses within the city, Line 6 is a music products company, whom recently located its headquarters to Calabasas. Line 6 specializes in modeling amplifiers, recording software, and digital modeling guitars. The Company has been recognized by several nationwide media outlets, including the Inc. 500 Fastest Growing Private Companies, Deloitte and Touche's Fast 50 and Nationwide Fast 500, LA Business Journal top 100 Fastest Growing Technology Companies, Pacific Coast Business Times in the Top 25 Companies to Watch. Line 6 leased and completed a tenant improvement to improve an existing office building to convert some of the office space to sound laboratories and warehouse space.



*Line 6*

**General Plan: Policy XII-3 Establish and maintain a proactive program to attract commercial businesses to those locations within the City of Calabasas that the General Plan land use map has identified as being appropriate for commercial or mixed use, and work with potential commercial developers to ensure that projects are compatible with adjacent uses.**

## *Old Topanga Sewer Environmental Impact Report*

An Environmental Impact Report was initiated by Rincon Consultants in late 2010 for a proposed sanitary sewer extension along Old Topanga Canyon Road. The area to be served by the proposed sewer is currently served by individual on-site wastewater treatment systems (OWTS), some of which had failed or had failed in the past. By January 2011, work on some aspects of the EIR had been largely completed (such as slope analysis, oak tree inventories, documentation of existing traffic conditions and a traffic impact analysis); accordingly the effort was at a point where a screen-check draft EIR was expected to be completed shortly for initial staff level reviews. However, after discussion, the City Council elected on April 13, 2011, to cancel the EIR and the sewer extension project.

**General Plan: Policy XII-28, As appropriate provide sanitary sewer service in areas of the City where such service is currently lacking through monitoring of private onsite wastewater systems for operational performance within applicable environmental standards, regular reporting of the results of monitoring to the City Council, and extending sanitary sewer service into areas where service is lacking if the provision of sewer service is determined to be technically warranted, economically feasible, and environmentally beneficial.**

## *Harbor Freight Tools*

A 35-year-old family-owned retail company Harbor Freight recently moved its national headquarters to Calabasas. Harbor Freight Tools is the largest tool and equipment retailer in the USA, with 370 stores nationwide. Harbor Freight Tools is the parent company of several brands including Chicago Electric, Pittsburgh Pro, Central Machinery, Predator Engines, Central Hydraulic, Smith + Jones Electric Motors, and Central Forge. Harbor Freight Tools purchased an existing, vacant 83,500 square-foot office building and quickly completed a tenant improvement to improve the office space for its headquarters. The contractor followed the Green Building Standards to on all projects within the improved space.

**General Plan: Policy XII-3, Establish and maintain a proactive program to attract commercial businesses to those locations within the City of Calabasas that the General Plan land use map has identified as being appropriate for commercial or mixed use, and work with potential commercial developers to ensure that projects are compatible with adjacent uses.**



*Harbor Freight Tools*

## *Park Colombo Oak Tree Violation Case*

This Code Enforcement case is the most egregious Oak Tree Ordinance violation case to date since the adoption of the ordinance. Brought to our attention via a citizen's complaint, Code Enforcement staff initiated an investigation and found that five large and majestic oak trees were completely removed. The investigation also uncovered that the oak trees were on the Ridge Homeowners Association property. The trees had been cut down by an adjacent property owner in order to gain a view of the valley below.

It was believed that the adjacent property owner removed the trees because the benefit of an increased property value from gaining a view far outweighed the potential consequences of cutting the trees. The City knew that this was a dangerous precedent to set and decided to take the case to court. Misdemeanor charges were filed against the property owner in spirit of sending a message to the community that the City will not tolerate egregious violation to the oak tree ordinance and the resulting damage to the environment. After a three yearlong process through the legal system involving depositions and pre-trial testimony, the property owner settled the case out of court. It cost the violator well over \$300,000.00, much of which was applied to the oak tree mitigation fund to mitigate the loss of the trees.

**General Plan: Policy IV-9, Continue to enforce the City's Oak Tree Ordinance.**



Above: Park Colombo property



## APPENDICES:

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The appendices include the development summary, commissions and boards, list of general plan/zoning amendments and new ordinances.

## Development Summary

The **Planning Division** assisted 1,892 people at the public counter, over the phone, through e-mail and responded to 298 public record requests. The Planning Division had a total of 311 new applications submitted during the fiscal year. That is a 1.0% increase over last year's total. Zoning Clearances accounted for the largest number of applications at 52%. Zoning Clearances are typically for smaller projects that can be handled over the counter or within a few days. They are typically for miscellaneous improvements such as patio covers, pools and fences.

There were 149 non-zoning clearance applications submitted during the fiscal year, which constituted a decrease of 21% over last year. Healthy Oak Tree Permits and Sign Permits were applications most submitted and were 8.0% of the non-zoning clearance applications. It was followed closely by Administrative Plan Review (6.4%), Temporary Use Permits (5.0%), and Oak Tree Permits (4.0%).

In the fiscal year, the **Building and Safety Division** assisted approximately 2,700 people at the public counter and numerous other people over the phone and through e-mail. Inquires received varied from specific project questions to general information, plan check and permit requirements, and code compliance issues. Building and Safety Division staff provides the first contact and assistance to the general public and direct inquiries to the appropriate department. Additionally, each Building and Safety staff member responded to approximately 100 phone calls and emails per month. Customer feedback cards continue to report 100% positive interactions with staff members.

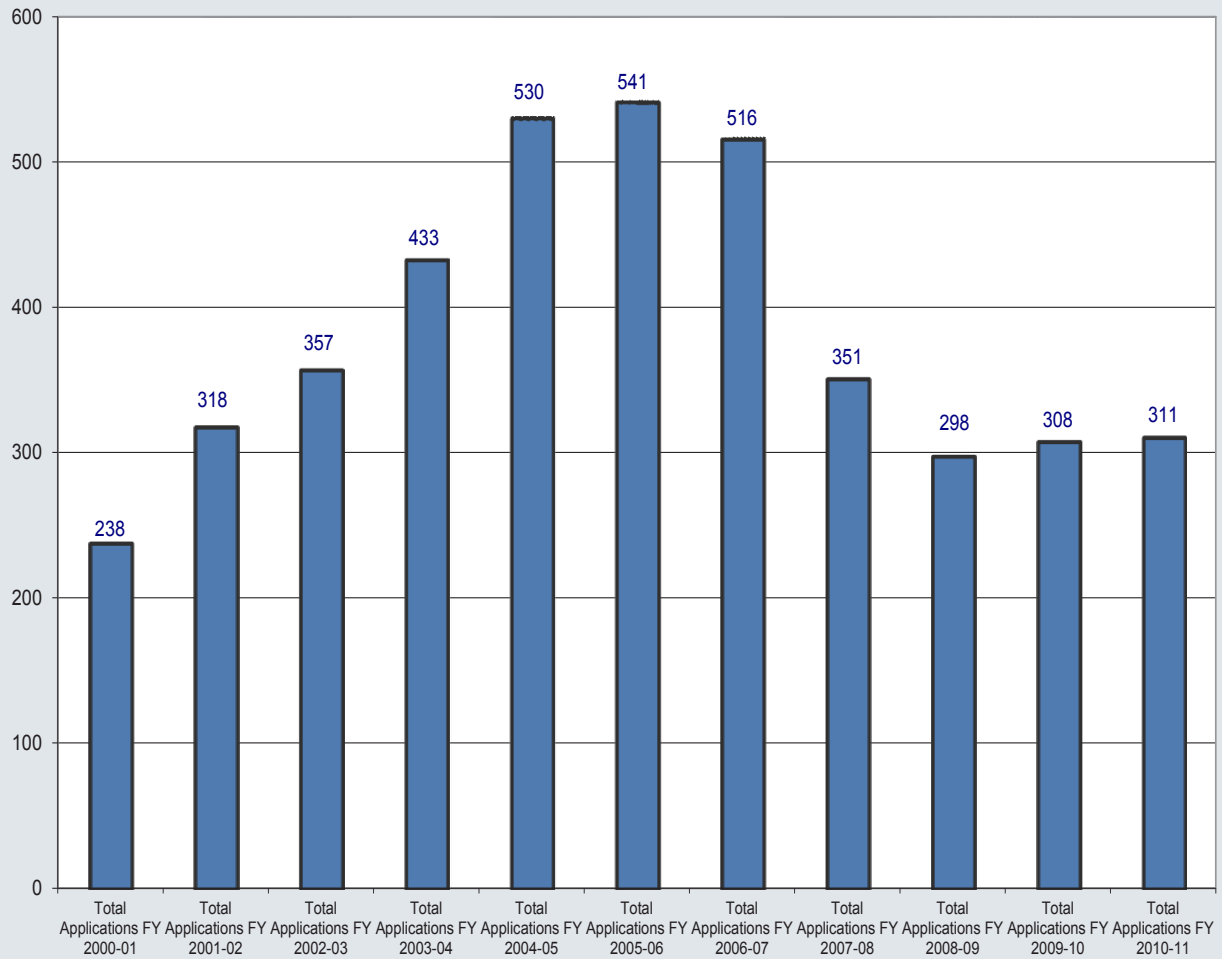
The Building Division issued 1,434 permits during the fiscal year. This volume represents an increase of 17.2% from the 2009-10 fiscal year. The 2008-09 reporting year had shown a decrease of over 8%. The permits issued included 30 residential additions and 38 commercial tenant improvements, which are similar numbers to last year. There were two new housing unit permits, one 75-unit multi-family housing permit, and one educational building permit issued this year. Miscellaneous permits for plumbing, electrical and mechanical systems continue to represent a large proportion (433) of the total number of permits issued.

Construction valuation, which measures the total estimated value of construction activity, increased from the previous fiscal year. The total construction

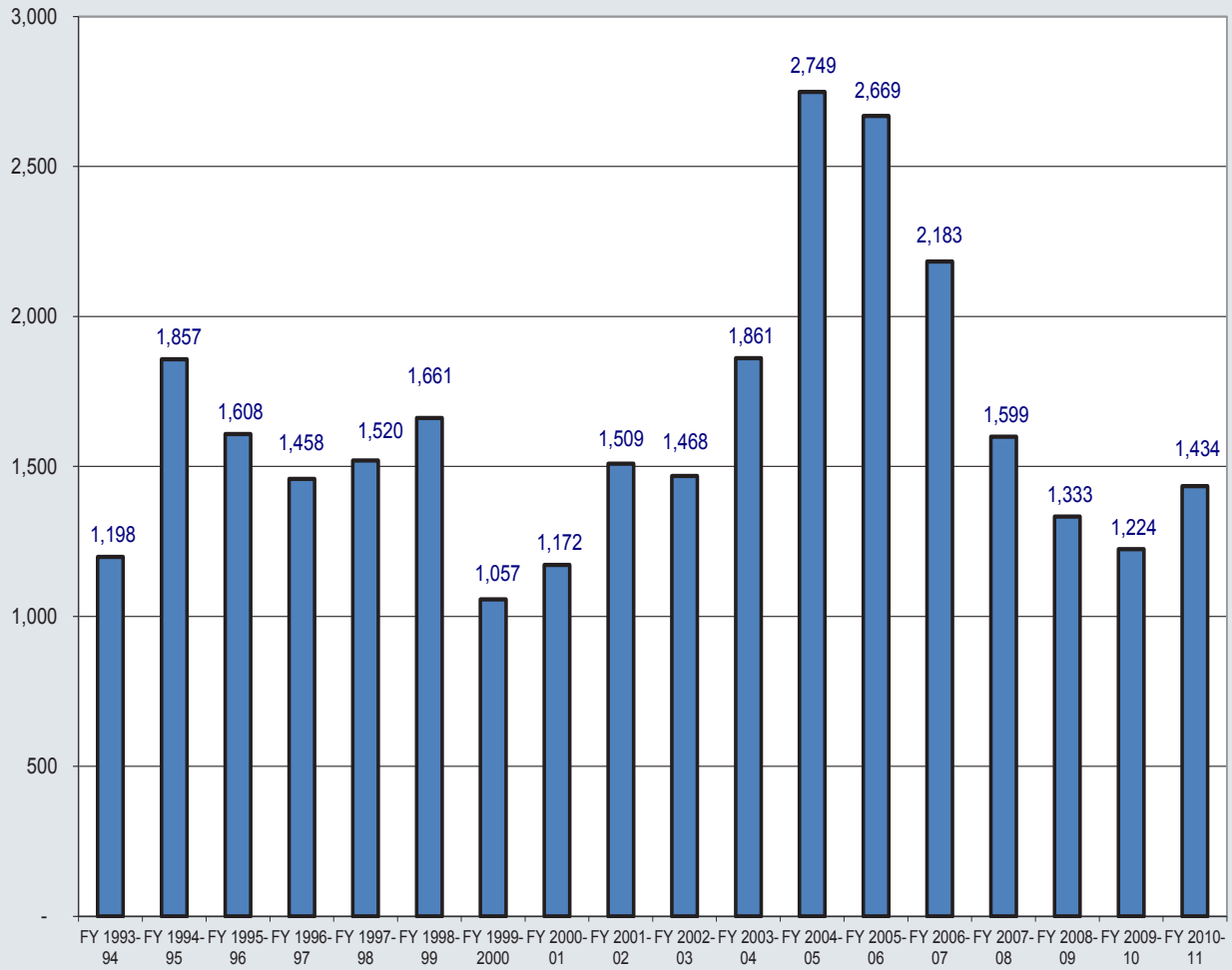
valuation was \$36,787,627 which is its highest value since Fiscal Year 2004-05.

An additional measure of division activity is the number of plan review applications. A total of 317 plan checks were submitted this year, an average of 26 plan checks per month. This represents an increase of 14% from last year; the previous fiscal year recoded a decrease of almost 14%.

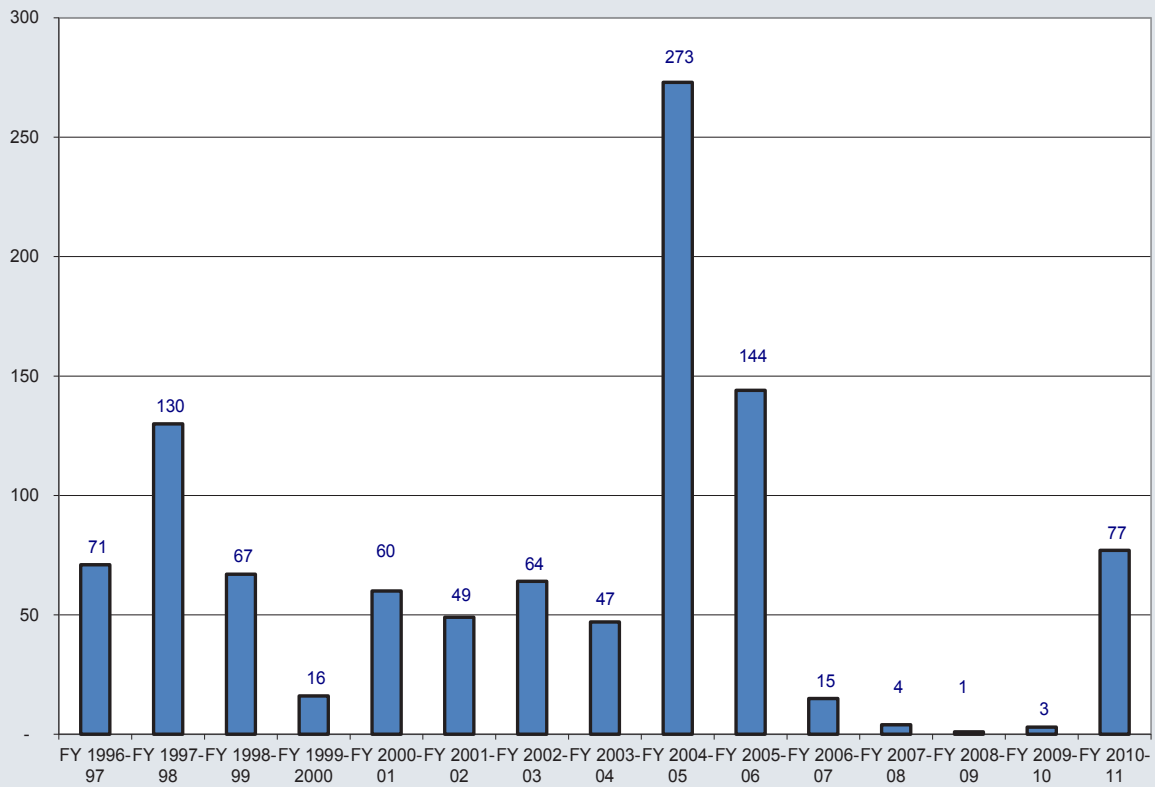
During the fiscal year, the **Code Enforcement Section** handled approximately 564 new cases. Additionally of the 2,880 cases handled during the 2009-10 fiscal year, 1,941 came into compliance and 375 cases carried over to the current fiscal year, resulting in a net case load of 939. The Code Enforcement Section issued 270 Notices of Violation and approximately 5 citations, bearing fines totaling \$14,400.00. In addition, Code Enforcement issued approximately 28 Stop Work Orders, which resulted in cost recovery of \$13,827.78 via fees and permit costs. The majority of cases handled this fiscal year were complex and time consuming. Out of the new 564 cases, approximately 180 of them were classified as "Major". Major cases represent about 19% of the caseload and 90% of Code Enforcement time was allocated towards these major cases. The Notices in connection with some of these major require approximately 16 hours of staff time each to prepare.



## Planning Division Applications per Year



## Building & Safety Division Applications per Year



## Building & Safety Division Dwelling Units per Year

# Boards & Commissions

## *Planning Commission*

The Planning Commission consists of five members and one alternate; all of whom are residents of the City of Calabasas. Each commission member is nominated by a member of the City Council for confirmation of a two-year term. Along with all powers provided for by the State of California, the commission hears and makes recommendations to City Council on various permits and amendments to the zoning ordinance and general plan. On November 18, 2010, the Commission reorganized this year and nominated Vice Chair Fritz as Chair Elect of the Planning Commission and nominated Chair Mueller as the Vice Chair Elect of the Planning Commission. On May 5, 2010, Commissioner Schumacher moved from the alternate member position to Commissioner and Commissioner Fritz is no longer on the Commission. Former Commissioner Dave Brown is now the Alternate Member.

A total of 23 projects were reviewed during their 18 meetings within the fiscal year.

## *Historic Preservation Commission*

The Historic Preservation Commission consists of five residents of the City of Calabasas who are appointed by the City Council for a term of two years and an ex-officio non-voting member who is a member of the Calabasas Historic Society. The powers and duties of the commission include: hear and decide applications for Certificate of Appropriateness and Certificate of Hardship, hear and make recommendations to the City Council regarding applications for designations of historic landmarks, landscapes and districts, applications for placement of landmarks or districts on the National Register of Historic Places or the California Register of Historic Resources, and applications for Mills Act contracts.

The Historic Preservation Commission held a total of 5 meetings and reviewed two proposed sign permits, three designations and had two discussion items.

## *Architectural Review Panel*

The panel is composed of a volunteer group of design, construction and real estate professionals who make

advisory recommendations to the Planning Commission regarding the architectural design of buildings, landscape plans and other site features.

The panel meets with applicants and provides design critiques which encourage individual building scale and character consistent with the existing community. The panel comments on project elements such as color, mass, architectural expression, view lines, and site landscaping. The Panel reviews the architecture and landscape architecture of all commercial projects and signage. Additionally the Panel reviews residential projects within scenic corridors, the Old Topanga/Highlands Overlay Areas, proposed subdivisions, hillside developments, and other projects the community development director or planning commission deem appropriate for the panel's review.

The Architectural Review Panel reviewed 16 projects within the 9 meetings held during the fiscal year. The 16 projects represents a one percent decrease from last year (17 projects).

## *Community Development Director Hearing*

The Community Development Director conducts public hearings for projects subject to a Minor Development Permit process. A total of 22 projects were reviewed in the course of 16 meetings.

## *Development Review Committee*

The DRC consists of 10 members, who are representatives from each of the City's departments and other agencies involved with the physical development of the City. The DRC was created to review development/improvement proposals, to provide applicants with appropriate design comments, and make recommendations to the director, and/or the commission, as provided by the development code.

All DRC meetings are open to the public. The DRC reviewed 37 projects within 20 meetings during the fiscal year.

## List of General Plan/Zoning Code Amendments

- General Plan Amendment Resolution No. 10-499  
A request to amend the General Plan pursuant to Calabasas Municipal Code Section 17.76.010 in order to correct clerical and mapping errors.
- Development Code Update Resolution No. 10-500  
A request to amend the City of Calabasas Development Code pursuant to Calabasas Municipal Code Section 17.76.010 in order to correct clerical errors and mapping errors (Zoning Map).

## New Ordinances

- Ordinance No. 2010-276  
An ordinance of the City Council of the City of Calabasas approving the amendments to Sections 2.30.050, 2.40.040 and 17.60.025 of the Calabasas Municipal Code to authorize the Historic Planning Commission to review and comment on projects zoned Commercial, Old Town (CT).
- Ordinance 2011-278 Adoption of new Building Codes  
An educational effort prior to the effective date January 1, 2011 produced an almost seamless transition process. Most revisions to the codes were directly related to health and safety requirements for new construction. This building code cycle was the first time the State of California referenced a code specifically for Residential Structures.
- Ordinance 2011-282 Restrictions on Carry Out Plastic Bags  
While this ordinance was written by the Public Works Department, the educational effort was coordinated by the Environmental and Code Enforcement divisions. Action during this reporting year was limited to public information efforts as the restrictions did not take effect until the first day of the new fiscal year.
- Ordinance 2011-284 Revisions to the Plumbing Code regarding OWTS Inspection Program  
In general the changes were implemented to simplify program details. Allowing for operating permits for to be valid for 10 years or until sale; extended the deadline date to obtain an operating permit; dismissing litigation for not obtaining an operating permit and no longer allowing for city staff to be present during an OWTS permit inspection.
- Ordinance No. 2011-286U Urgency Ordinance  
An urgency ordinance of the City Council of the City of Calabasas, declaring a moratorium on the issuance of permits for wireless communication facilities.
- SB 407  
Effective January 1, 2010, requires the replacement of non-compliant plumbing fixtures in residential and commercial property built before January 1, 1994. After January 1, 2014, the City must require that all non-compliant plumbing fixtures have been replaced before issuing a certificate of occupancy or final permit approval for improvements to such properties. The duty to disclose requirements upon sale is a duty for the property owners, not the City. Over 90% of properties in the City will be subject to this requirement.

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